

# Specific roles of the Chair, Secretary, Treasurer

## Role of the Chair (Chairperson)

The role of a Chair of a voluntary management committee bears all the general responsibilities of management committee officers, and also includes tasks related to voluntary management committee meetings and those associated with broader issues concerning the organisation. Obviously, where the voluntary organisation employs staff most of these tasks should be carried out in conjunction with them.

The Chair has particular responsibilities in relation to management committee meetings including:

- ensuring meetings are run competently
- ensuring discussion and decision-making is democratic and everyone is able to participate fully in meetings
- holding the casting vote in the event of a split decision
- preparing agendas for the meeting (in consultation with the staff and other management committee officers)
- ensuring relevant matters are discussed and appropriate decisions made
- Chairing meetings and ensuring that annual general meetings and extraordinary general meetings are carried out according to the constitution of the organisation

## Role of the Secretary

As well as bearing all the general responsibilities of voluntary management committee officers, there are many specific tasks for which the Secretary of an organisation has responsibility. Many of these are the regular practical administrative duties that will be done by staff where the organisation employs paid members of staff. In this sense the secretary is delegating the duties to staff.

The tasks of the Secretary for voluntary management committee meetings can include:

- convening meetings
- booking rooms
- dealing with correspondence
- preparing agendas for meetings (in consultation with the Chair)
- taking the minutes of meetings (although some committees may wish to appoint a minute secretary for this purpose)
- ensuring back-up information is available at meetings where required.

## Role of the Treasurer

As well as bearing all the general responsibilities of a voluntary management committee officer, the Treasurer is the person specifically entrusted with the funds of the organisation. In an organisation that employs paid staff they will deal with much of the day-to-day financial business. However, the Treasurer is still responsible for overseeing this and keeping account of the finances. In smaller organisations where there are no paid staff the Treasurer will often deal with the financial transactions and bookkeeping.

The tasks associated with this post are:

- To advise the committee on financial matters, both positive and negative
- To control and account for the organisation's finances
- To issue receipts for all cash received and keep records of that paid out
- To be a counter signatory to any major banking transaction
- To attend meetings of the finance sub-committee (if there is one)
- To oversee bookkeeping
- To prepare the Treasurer's report for the annual general meeting
- To liaise with the appointed Auditor or Independent Examiner for the annual review of accounts
- To advise the organisation's management committee of its financial requirements for the year ahead

For complicated accounting it is advisable to seek professional advice.

---

From: <http://www.scvo.org.uk/information/governance-structures/trustees-and-committees/the-role-of-chair-secretary-treasurer/> (edited)

---

## ANC Election-Campaign Structures

The main aim of our campaign is to reach voters and persuade them to vote for the ANC on Election Day. The voters must be at the centre of our campaign – in each branch there are thousands of voters. We need dozens of volunteers from our branch to reach all voters. Branch Election Teams (BET) will coordinate all the campaign action – the BET is a small unit that plans and manages the campaign and the work of volunteers.

There are a number of important guiding principles for setting up election structures:

- Structures should be set up in such a way that they promote **unity in action** between the ANC, the Leagues and the Alliance.
- The constitutional structures at branch and regional level **take responsibility** for election work. The work of election teams must be coordinated by secretaries and reported to the executive.
- At other levels, like sub-region/zone, Voting District (VD) or village levels, election teams can play a **coordinating role**.
- **The chain of command should be as short and simple as possible.** Local election coordinators (at zonal/sub-regional level) should be used to get information and resources to branch coordinators, who get it to VD coordinators. Branch coordinators should report problems and progress to LET coordinators. LET coordinators should relate to the RET or, when needed, directly to the PET.

The table below shows the role and function of campaign structures from regional to branch level.

### The work of the LET and the BET

Every branch must set up a Branch Election Team, reporting to the BEC. The BET consists of the coordinator plus task team heads and VD team heads, and will do most of the actual campaign work through its team of campaign volunteers.

At zonal/sub-regional level there will be a Local Election Team to coordinate work in a municipal area and to liaise with structures at other levels as well as with Branch Election Teams. The LET coordinates and supports the campaign run by BETs, and also sets up campaign teams in areas where we do not have branches.

## **The Branch Election Team (BET)**

Branches should form an election committee made up of the BEC plus Alliance and League secretaries to strategise and oversee the election campaign. The BEC secretary should coordinate the campaign. If needed, units can be set up to concentrate on specific areas or tasks. Each unit should have a coordinator who works with the secretary to coordinate campaign action as the Branch Election Team. If the secretary is not available full-time, the Election Committee may appoint someone else to deputise for the secretary as campaign coordinator.

Each branch can decide how best to organise volunteers to do the campaign tasks. The main tasks that need a lot of people are door-to-door work and pamphlet distribution. Branches can organise volunteers into VD or area teams, or task teams, or can keep one big team and deploy people when needed to do specific tasks. Tasks like putting up posters, fundraising and organising meetings can be done by small groups of committed people or volunteers who are deployed to those tasks. Volunteers can be recruited from ANC, Alliance and League branches.

Comrades doing door-to-door work are our frontline campaign workers. They are the ones who interact with voters and motivate and mobilise them. It is very important to train them well and to have regular briefing and assessment sessions with them. They should understand the problems in the area and how to answer typical voter questions.

## **The Local Election Team (LET)**

An LET must be set up in each local municipal area (which corresponds with an ANC sub-region or zone). Metro areas will set up regional structures and can set up LETs at sub-regional or zonal level if they need to for coordination purposes. The LET is made up of the LET coordinator plus all BET coordinators.

LET coordinators will be deployed by the provincial office. They will be public representatives or other comrades who are available to work almost full-time on the campaign without being paid. Their job is to bring together all BET coordinators and to make sure that the campaign is properly implemented in all municipal areas. They will be responsible for distributing media and other resources to branches and will also take responsibility for paying campaign funds to branches and accounting for the funds to the province.

LET coordinators will report to their region and province on progress and will ask for support where needed. LET meetings with BET coordinators must be used to plan the campaign and discuss progress and problems.